

UNIT RETENTION NCO COURSE FY 19-21



TEXAS ARMY NATIONAL GUARD RECRUITING & RETENTION COMMAND

BRIGADE STRENGTH MANAGERS

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Incentives Office		ng.tx.txarng.list.ngrr-txsm@mail.mil	512-782-6074



Admin Notes

- Facility Orientation
 - * Latrines
 - * Break Area
 - * Smoking Area
- Risk Assessment (LOW)
 - * Travel from Lodging to Class
 - * Off duty activities (be responsible)
- Classroom Behavior
 - * Open Forum – ask questions to learn
 - * Stay involved! Stay awake!

Appointment MEMO

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment of Unit Retention NCO

1. The following Soldiers are appointed as Unit Retention NCO (URNCO).

	Name	Last 4	Phone #	Email
PRIMARY	SGT Jones, Michael	1234	512-782-5001	Michael.jones@us.army.mil
ALTERNATE	SPC Smith, Roger	6789	512-782-5001	Roger.smith@us.army.mil

2. Authority: AR 601-1 para 2-4; TXARNG 601-280 para 2-6.
3. Purpose: Assist the commander in establishing and maintaining the retention program.
4. Period: Effective (Date). For a period of not less than 1 year. Until officially relieved or released from appointment or assignment.
5. Special Instructions: Individual remains assigned to primary duty assignment. NCOER for the rated periods covered during the duration of this appointment will reflect performance of this additional duty.

IMA COMMANDER
CPT, IN, TXARNG
Commanding

DISTRIBUTION:

- 1 – Indiv concerned
- 1 – Indiv 201 file
- 1 – Additional duty file

Course Requirements

- 2 Days
- Designed for Unit Retention NCOs(Company Level)
- ADDITIONAL DUTY APPOINTMENT ORDER
- Primary must E5 or higher
- Alternate can be E4 or higher
- Must have 1 year of remaining service
- Be in good standing, no pending adverse actions, or flags to include APFT and Army height and weight standards

Policy and Regulations

- AR 601-1
- AR 601-280 (Retention)
- AR 135-91 (Service Obligations and Fulfillment)
- NGB-ARH 09-026 (Extension Policy)
- NGR 600-200 (Enlisted Personnel Management)
- TXARNG 1332.01 ETS Policy
- Current SRIP Guidance (Bonus Policy)



Course Outline Day 1

- Introductions
- Retention Program Overview
- Roles & Responsibilities
 - Balancing Primary Duties w/Additional Duties
 - Performance Steps
- Current SRIP Policy
- State ETS Overview
- Extension Eligibility
- Lunch
- Execute Extension Procedures
- Safety Brief



Introductions

- Rank
- Name
- PMOS
- Primary Duty Position
- Unit
- Unit Location
- # of years/months in Retention
- Other Additional Duties assigned
- ETS Date



Retention Program Overview

- Standard structured processes such as scheduled interviews, sponsorship, awards, etc
- Managed at the lowest level to ensure proper attention
- URNCO are designated as “**Special Staff**” member responsible for managing retention program
- Provide Commanders with a tool to retain “**Qualified DEPLOYABLE**” Soldiers



Our Responsibility in Retaining the Best & Retaining the Future Force

Brigade Strength Manager

"I am the manager of the Retention Program and will ensure all resources are available to meet the needs of the unit and the Soldiers."

MOTIVATE THE BEST!

Commander

"I am the owner of the Retention Program and my involvement is vital to the success of my unit strength to meet their needs."

THIS IS OUR HOUSE!

First Sergeant

"We are the key in ensuring the Retention Program is enforced."

LEAD THE BEST!

Unit Readiness NCO

"I am the processor of your reenlistments documents and guarantees the mission will be accomplished."

PREPARE THE BEST!

Unit Retention NCO

"I am the developer of the Unit's Retention Program. I am your "Stay Guard NCO".

KEEPING THE BEST!

1st Line Leader

"I am the key to a successful Retention Program and it is my responsibility to know the needs of my Soldiers."

TRAIN THE BEST!

Soldier

"I am willing to make the commitment to "Keep the Guard Strong"

I AM THE BEST!



TEXAS ARMY NATIONAL GUARD RECRUITING & RETENTION COMMAND

Roles & Responsibilities

Influencing Soldiers: HOW?

- Manage First Impressions
- Attend Training Meetings to update leadership on the current status or concerns of the unit
- Provide Alternatives to Separations
 - * Transfer Units
 - * Drill when possible closer to HOR
 - * Change MOS
 - * ING (6 months to 1yr)
 - * Transfer to another Component – Air Guard, Army Reserves, Active Duty



Roles & Responsibilities

- Keep them in Boots!
 - * Unit Information Board

Updated and relevant information in a highly visible area
 - * ETS Interviews
 - QUALITY Interviews
- Retention Surveys

URNCO Key Tasks

ENSURE:

- * *Interviews (Retention, Surveys, etc...)*
- * *Extension Ceremonies; Awards*
- * *Follow-up on concerns discovered in EXT interviews*

COUNSEL:

- * *Benefits of continued service in Guard*
- * *Available / Current Incentives*
- * *Effects of personnel actions on bonuses*
- * *Alternatives to Separation*

PREPARE & PROCESS:

- * *DA 4836 Extension Paperwork*
- * *DA 4856 Counseling*

PROVIDE:

- * *Retention and Strength Analysis*
- * *Advise commander on retention related issues*
- * *Interview schedules to Leaders*

Websites

- REGS and Forms

<http://www.apd.army.mil/>

- STRENGTHNET (RMS, GIMS, DRPO, AUVSv2)

<https://smms.army.pentagon.mil/SMMS/Default2.aspx>

- RCAS (Must be on a TX Network)

<https://ngtxws-was02.tx.ng.ds.army.mil/rcasweb>

- GI Bill Information

<http://www.gibill.va.gov/>

- Tuition Assistance

<https://www.goarmyed.com>

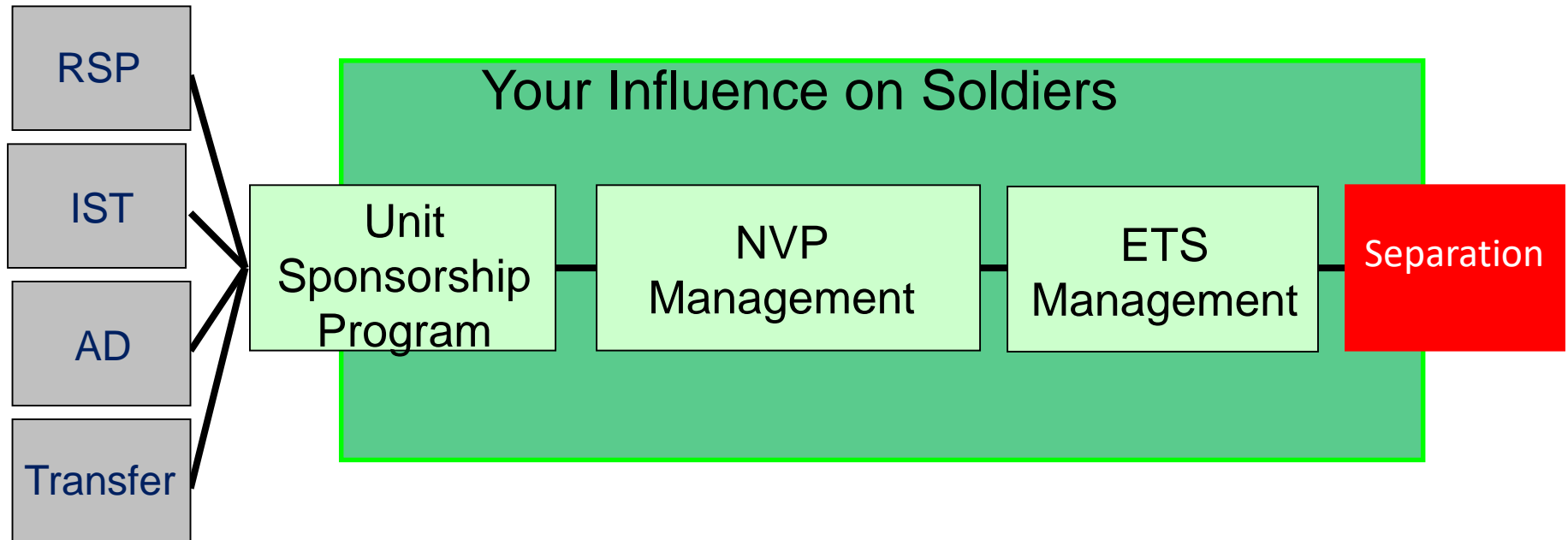
- State Retention Resource Page

https://www.tx.ngb.army.mil/sites/Recruiting/Retention_Public/default.aspx



Unit Retention NCO

Retention Process
Starts Day 1 in
TXARNG ↓



- Assist SMs through their **“Life Cycle”**
- Manage First Impressions
- Prevent Attrition
- **Keep Soldiers in Boots!**

Balancing Primary Duties w/Additional Duties

- Primary Duties are still that, Primary
- Reporting to the Unit
 - * *ETS Rosters/Interview Schedule*
 - * *Distribute to Leaders BEFORE Drill: FLL to CO CDR*
- Early Distribution will:
 - * *Give FLL more time to prepare ETS awards or continue efforts to retain*
 - * *Allow the Supply Sergeant time to obtain equipment from the SM that plans to ETS*
 - * *Assist CDR and 1SG plan training to accommodate the interview process*



Balancing Primary Duties w/Additional Duties

- Paperwork
 - * Time must be allocated to processing the paperwork required in the Retention and Attrition Management
 - * Anticipate paperwork requirements and prepare before drill
 - * Establish a time when automation equipment is available
- Time management through setting goals and use Training Meetings/Conference calls to get requirements for training schedule
 - * Set times for interviews instead of chasing SM down

Balancing Primary Duties w/Additional Duties

- Work with the FRNCO and provide Retention numbers for their Close out reports
- Battle Rhythm and flexibility
 - * Establish one, then adjust fire as needed
 - * If you need help, ask!
 - * If you run into problems, don't guess – seek help



Sample Battle Rhythm

	Saturday		Sunday
0630	Training Meeting	0630	
0730		0730	
0830	Check Eligibility of Retaining SM	0830	Conduct Interviews
0900	Primary Duties	0900	Primary Duties
1000	Primary Duties	1000	Primary Duties
1100	Primary Duties	1100	Primary Duties
1200	Lunch	1200	Lunch
1300	Coordinate Interviews	1300	Primary Duties
1400	Primary Duties	1400	Conduct Interviews
1500	Conduct Interviews	1500	Record Interview Status
1600	Conduct Interviews	1600	Report to Commander
1630	Conduct Interviews	1630	Report to Commander
1700	COB	1700	COB

Performance Steps

- Discuss the Unit Strength Maintenance Program with unit Leadership:
 - * Mission/Goals
 - * Family Readiness
 - * Soldier care/NCOES
 - * Unit Sponsorship Program
 - * Employer support of the Guard and Reserves (ESGR)

Performance Steps (Continued)

- Validate the Units SM program addresses the following:
 - Policies and Standard Operating Procedures
 - Extension/Immediate reenlistment objectives
 - Responsibilities of unit Leaders
 - Retention Binder
 - Sponsorship and orientation programs
 - Bars to extension/immediate reenlistment
 - Family programs
 - ESGR training and support

Performance Steps (Continued)

- Evaluate retention related areas:
 - Drill Attendance
 - Retention Objectives
 - Extensions
 - Unsatisfactorily participants
- Identify positive/negative trends by comparing the information gathered with published objectives, goals, and standards set by the Commander

SRIP Policy

CURRENT INCENTIVES POLICY (FY 19)

Effective 1 OCT 2018

ONLY GIMS ADDENDUMS or NGB ISSUED CONTRACT AUTHORIZED

SLRP

- Up to \$50,000 in repayment
- Must have a pre-approval memo generated by GIMS
- Must enlist/reenlist/extend into CS vacancy Tier Level 1-6 for minimum of 6 years
- PS must have no more than 16 years TIS including IRR and ING upon date of enlistment/reenlistment/extension.
- Reenlistment/extension must be within 365 - 1 days of current ETS date
- Reenlistment/extension SM must have less than 13 years TIS at current ETS

Re-enlistment/Extension Bonus (REB)

- Must **extend** for 2 or 6 years
- E7 or below (on contract start date) not to exceed 13 years TIS at current ETS
- Must be DMOSQ. Non-DMOSQ extensions are only authorized for Unit REORG. 6 Year option only, transfer orders required.
- 2 Year bonus is lump sum.
- 6 Year bonus is 50/50.
- Must be in extension window of 365-1 days before ETS:
- **6 Year:** 365-1 Days before ETS: \$20,000/SLRP up to \$50K
- MGIB Kicker if never received before and has requested extension outside of 91 day window
- **2 Year:** 365-1 Days before ETS: \$4,000



State ETS Overview

Retention Eligible as of 15 August 2018

Brigade	Fully Eligible	Need APFT, Clearance, PHA	Flagged	BDE Total
136TH MEB	105	79	83	267
36TH ID SUSTAINMENT BDE	134	129	89	352
36TH INF DIV	40	52	30	122
71ST MI EXPEDITIONARY BDE	137	137	47	321
71ST THEATRE OPS GROUP	6	13	7	26
71ST TROOP COMMAND	60	102	46	208
HQ 176TH ENG BDE	154	76	85	315
HQ 36TH COMBAT AVN BDE	130	133	67	330
HQ 56TH INF BDE CBT TM	328	301	157	786
HQ 72ND INF BDE CBT TM	304	346	190	840
HQ REC & RET CMD	11	21	4	36
JFHQ SEP CO'S (BDE)	14	23	9	46
State Grand Total	1423	1412	814	3,649



TEXAS ARMY NATIONAL GUARD RECRUITING & RETENTION COMMAND

How to pull an ETS Roster in RMS:

Management Center

Retention Management

RMS Case Work

AWOL Recovery

Sponsorship

Career Development Counseling

Extension/Counseling

[Soldiers within 450 days of](#)

[Soldiers within 365 days of](#)

[Soldiers within 270 days of](#)

[Soldiers within 180 days of](#)

[Soldiers within 120 days of](#)

[Soldiers within 90 days of E](#)

[Soldiers within 60 days of E](#)

[Soldiers within 30 days of E](#)

[Soldiers beyond their ETS d](#)

[Battalion \(9\)](#)

[Brigade \(18\)](#)

[State \(1\)](#)

[SIDPERS \(13\)](#)

[Completed \(29\)](#)

Interstate Transfer

Vulcan RSP Case Work

Transition Services Case Work

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Records Per Page: 50

Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter
Soldier Name	RCC	UPC	Unit Name	4856	Intent	Eligibility	ETS Dt	Days to ETS
ACOSTA ARMANDO SHELTON	TPU	PMQAA	238TH MP CO (FWD)	N		Y	20190929	360
ACUNA ROBERT	TPU	PZHA	197TH STSC (SO) (A)	N		Y	20190923	354
ADAMSON TRISTON MONROE	MIL	V56G0	CO G (FSC) 536TH SPT BN (FWD)	N		SFPA (JA) APFT	20190920	351
ADJIMUL RYANO ONEIL	TPU	PM5B0	CO B 2-142ND INF RGMT	N		Y	20190816	316
AGUIRRE FERMIN ALBERTO	TPU	PM4BR	CO B 1-141ST BN IN RGMT (REAR)	N		APFT	20190809	309
ALANIZ SERGIO JR	TPU	PM4A0	CO A 1ST BN 141ST IN RGMT (FWD)	N		Y	20190930	361
ALBIN ANDREW WARD	TPU	PDWB0	INTEL AND SUSTAIN CO HHB 36ID	N		APFT	20190726	295
ALCANTARA JENNIFER	TPU	Y08AA	133RD SPT CO (-)	N		PHA	20190718	287
ALCANTARA VALERIE LEAN	TPU	PZHA	197TH STSC (SO) (A)	N		SFPA (K,B) SFPA (JA) APFT	20190806	306
ALDACO PEDRO RODRIGUEZ II	MIL	V55F0	CO F 949TH SPT BN	N		Y	20190817	317
ALDAIZ MARISA NOEL	TPU	V56GR	CO G (FSC) 536TH SPT BN (REAR)	N	Extend	Y	20190920	351
ALDRIDGE MICHAEL DANIEL	TPU	Y08AA	133RD SPT CO (-)	N		SFPA (K,A)	20190827	327
ALEJOS RENE LEOPOLDO	TPU	PM4T0	HHC 1ST BN 141ST IN RGMT (FWD)	N		APFT	20190920	351
ALEXANDER SYDNEY CAROLINE	TPU	PM0T0	HHB 4-133 FA RGMT	N		SFPA (JA) APFT	20190919	350
ALFORD REX LOWELL	AGR	796AA	HHC 71ST TROOP COMMAND	N		APFT	20190930	361
ALLISON CHRISTIAN DESHAVNI	TPU	QRYT0	HHC (-) 2-149 AVN BN	N		SFPA (JA) PHA	20190827	327
ALONSO ANTHONY ANDRES	TPU	PM4A0	CO A 1ST BN 141ST IN RGMT (FWD)	N		SFPA (JA) APFT	20190920	351
ALVARADO GERARDO	TPU	QSLB0	CO B 3RD BN 141ST INF RGMT	N	Retirement	APFT	20190713	282
ALVAREZ ABRAHAM RICARD	TPU	PKSAA	1836TH TRANS CO	N	Extend	Y	20190727	296
ALVAREZ CARLOS ALBERTO	TPU	VM9AA	HQ 436TH CHEM CO	N		Y	20190919	350
ALVAREZ RODOLFO GERARDO	TPU	X2VAA	551 EN (-) (MRBC)	N		Y	20190821	321

Refresh

Search

QUESTIONS



BREAK



Extension Eligibility



What is a qualified Soldier?



Class Discussion



Eligibility Rules

1. SM must have PHA with-in last 12 months
2. SM must have current Security Clearance (if required)
3. Soldier must have taken and passed an APFT with-in last 14 months
 - a. APFT must be uploaded to SIDPERS to populate a **Green**
4. Soldier is a US Citizen/Legal Resident Alien
5. Soldier will qualify for retirement at 64, if over 60 years of age
6. Soldier does not have any Active SFPA
 - a. Must be removed in SIDPERS to populate **Green**
7. Soldier is not BAR to reenlist

Reference: NGB-ARH Policy Memorandum # 09-026,
dated 13 AUG 09



Extension Rule Guidelines

- **Rule A:** Soldier is fully eligible, including those with approved waivers of disqualification.
- **Rule B:** Soldier is eligible for a retention or other bonus per current bonus policies as published by NGB-EDU and/or NGR 600-7.
- **Rule C:** Soldiers with less than one year remaining before age 60.
- **Rule D:** Soldier enlisted as non-prior service (NPS) under one of the enlistment options for completing their Selected Reserve obligations per paragraph 4 with a remaining obligation and who desires to continue in an active status.
- **Rule E:** Soldier enlisted under "Try One" in the guard and does not have a remaining obligation
- **Rule F:** Soldier must or desires to extend in order to:
 1. Attend training that requires a period of remaining service.
 2. Enroll in the Simultaneous Membership Program (SMP).
 3. Enter on or extend a tour of active duty or full-time National Guard duty including AGR.
 4. Participate in a State education assistance program.
 5. Qualify for the Montgomery GI Bill and/or SLRP
 6. Satisfy a remaining service requirement upon transfer from the ING to active status.
 7. Satisfy a remaining service requirement for promotion per AR 600-8-19.
 8. Qualify for a program, benefit or entitlement (except for monetary benefits under the SRIP) which requires a minimum period of remaining service.
 9. Allow publication of Qualitative Retention Board results, and the review and appeals process per AR 135-205, chapter 2, when the Soldier is not selected for retention.



Execute Extension



Procedures through Retention Management System



TEXAS ARMY NATIONAL GUARD RECRUITING & RETENTION COMMAND

RETENTION MANAGEMENT SOFTWARE

<https://smms.army.pentagon.mil>

william.j.corcoran Home Fri Oct 9 12:18:59 CDT 2015 Log Off

Command Center

Management Center

Retention Management

Refresh

Search

Reports

Resource Center

Document Center

Assume Command

Notifications

Date	Posted By	Message
09/23/2015	denise.b.miskell	<p>RMS V3.8.0 (Released 2015/09/23)</p> <p>Resolved Issues</p> <ol style="list-style-type: none">1. (Vulcan) The In Training Phase has been added to the Soldier Training Phases for RSP Routine Monitoring cases.2. (Vulcan) Historic disposition reasons not in use can no longer be selected as the reason for a Soldier Disposition.3. (Vulcan) When an LNO ticket is deleted, the Virtual Share Drive subfolder for the ticket is also deleted.4. (Vulcan) Roster Builder reports now include RSP Site Names.5. (Vulcan) A Weight Results column has been added to the Height Weight Assessment to display Pass, Overweight, or Underweight based on body fat percentage, while the Results column displays Pass or Fail.6. (Vulcan) The Uniform Distribution section of the RSP Sponsorship checklist now allows users to set the quantity of RSP PT Uniforms issued to the Recruit at zero. <p>Clarifications</p> <ol style="list-style-type: none">1. (Extension) The Create Extensions Counseling tool in the first-panel Administration tab allows Admin users to print prepopulated DA Form 4856 extension counseling forms for multiple Soldiers.
08/11/2015	steven.j.zylch	<p>RMS V3.7.0 (Released 2015/08/10)</p> <p>Enhancements</p> <ol style="list-style-type: none">1. (Framework) UMT permissions are now grouped into separate folders for each RMS module.2. (Framework) Various performance enhancements have been made for loading

1. Click "Search" Bar



2. Input Search Criteria for Soldier to be extended



3. Click "Search" button



4. Choose the Soldier from the list

The screenshot shows the SMMS interface with the following components:

- Command Center**: Landing Page
- Management Center**: Search (selected)
- Search Type**: Soldier Search
- Saved Searches**: Select a Saved Search
- Recent Searches**: Select a Recent Search
- Search Criteria**: SSN, SSN Last 4, Last Name, First Name, UPC Code
- Buttons**: Search, First Result, Reset, Save, Delete
- Notifications Table**:

Date	Posted By	Message
09/23/2015	denise.b.miskell	<p>RMS V3.8.0 (Released 2015/09/23)</p> <p>Resolved Issues</p> <ol style="list-style-type: none">1. (Vulcan) The In Training Phase has been added to the Soldier Training Phases for RSP Routine Monitoring cases.2. (Vulcan) Historic disposition reasons not in use can no longer be selected as the reason for a Soldier Disposition.3. (Vulcan) When an LNO ticket is deleted, the Virtual Share Drive subfolder for the ticket is also deleted.4. (Vulcan) Roster Builder reports now include RSP Site Names.5. (Vulcan) A Weight Results column has been added to the Height Weight Assessment to display Pass, Overweight, or Underweight based on body fat percentage, while the Results column displays Pass or Fail.6. (Vulcan) The Uniform Distribution section of the RSP Sponsorship checklist now allows users to set the quantity of RSP PT Uniforms issued to the Recruit at zero. <p>Clarifications</p> <ol style="list-style-type: none">1. (Extension) The Create Extensions Counseling tool in the first-panel Administration tab allows Admin users to print prepopulated DA Form 4856 extension counseling forms for multiple Soldiers.
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07/06/2015	steven.j.zyllich	<p>RMS V3.6.0 (Released 2015/07/06)</p> <p>Resolved Issues</p> <ol style="list-style-type: none">1. (Extension) Users with permission are now able to override extension eligibility for

Soldier Summary

Soldier Name:	STRICKLAND RACHEL JOY	Grade:	E5
Date of Commission:		Rank:	SGT
ETS Date:	20191118	Unit Processing Code:	V55D0
Reserve Component Category:	TPU	UPC Attached:	

[Personnel](#)
[Demographics](#)
[Current Assignment](#)
[Active Duty Tours](#)
[ATRRS History](#)
[Medical Status](#)
[SFPA](#)
[Line Scores](#)
[Reenlist/Ext Activity](#)
[Drill Attendance \(U\)](#)
[Case Admin](#)

[Additional Contact Info](#)
[Contact History](#)

Displays a list of AWOL, Extension, IST and Sponsorship cases for the soldier.

Create Case

AWOL Recovery
[Create Case](#)

Case List

RMS Cases

Items 1 to 2 of 2. Page 1 of 1 Records Per Page: 50

CaseID	Case Code	Case Status	Unit	Created By	Start Date	End Date
2089007	Extension	366 - 450 days until ETS date	V55D0		2014-03-07	
1157446	Extension	Closed Cases	V55D0		2013-05-30	2014-03-31



**5. Choose
“Case Admin”
tab**



**6. Click on “Initiate Extension
or “366-450 days until ETS” If
SM is in window this will be
ready for you to click on. If SM
is extending outside of
window you will need to
‘Create case’**



This Screen shows you how
many extensions SM has done
previously – they are marked
as “**Closed Cases**”

S/smmsmenu.aspx StrengthNet Menu Fri Oct 9 12:18:59 CDT 2015 Log Off

ACTON ERIC JOSEPH (2548559)

Case Summary

Case ID: 2548559 Status: 1 - 30 days until ETS date
Case Code: Extension Start Date: 20140528

Grade: E6 Rank: SSG Unit Processing Code: PM2T0 UPC Attached: X5MAA

Assignment Active Duty Tours
FPA Line Scores Reenlist/Ext Activity
Additional Contact Info Contact History

Initial Entry Reserve Date: 20131023
Last Evaluation Date (IPERMS/SEPS):
Long Primary MOS: 13F30
Mandatory Retirement Date:
Pay Entry Base Date: 20071023
PS / NPS: P Rank: SSG
Reserve Component Category: TPU
Retention Beyond MRD Expiration Date:
Secondary ASI:
Secondary MOS:
Secondary SQL:
Training Pay Category: A
Training Pay Category (Raw): A
Security Clearance Code: F
Military Education: V1

Case

Displays detailed information on the case and allows permission based actions to be taken.

Soldier Intent

☒ Extend
Reason: Fully Qualified
☐ ETS
☐ Retirement
☐ Undecided

Counseling Comments

Items 0 to 0 of 0. Page 0 of 0 Records Per Page: 100

Date	User	Comment

☐ Unable to Counsel

1 Add Counseling Comment **2** Prepare New 4856 Counseling **3** Alert Chain of Command **4** Record Intent

7. Choose
“Extend”

8. Click on
Reason
“Fully
Qualified”

9. Click
“Add
Counseling
Comment”

10. Click
“Record
Intent”

StrengthNet Menu

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ACTON ERIC JOSEPH (2548559)

Case Summary

Case ID:	2548559	Status:	1 - 30 days until ETS date
Case Code:	Extension	Start Date:	20140528

Case Counseling Documents Incentive Contracts Case History Intent History

Case

Displays detailed information on the case and allows permission based actions to be taken.

Extension Eligibility

Eligibility Rules	Rule Description	Eligible	Update
Soldier must have a current periodic health assessment and must meet medical retention standards per AR40-501 P8-20 Delta(4)	i	✓	
Security Clearance is expired	i	✓	
Soldier has taken and passed the APFT within 18 months of their ETS date	i	✓	
Soldier is a U.S. Citizen or Legal Resident Alien	i	✓	
If Soldier is beyond 60 years of age, they will qualify for retirement by age 64	i	✓	
Soldier must not be beyond 60 years of age (Mandatory Retirement Age)	i	✓	
Soldier must not have any Active SFPA (Suspension of Favorable Personnel Action) Flags	i	✓	
Soldier must not have BAR to reenlist	i	✓	

Continue

1 2 3 4 5 6

NOTE:
If Rules not met (RED X), Refer to Annex A of this presentation

All Eligibility Rules are Met!

11. Click "Continue"

11

StrengthNet Menu

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ACTON ERIC JOSEPH (2548559)

Case Summary

Case ID:	2548559	Status:	1 - 30 days until ETS date
Case Code:	Extension	Start Date:	20140528

Case Counseling Documents Incentive Contracts Case History Intent History

Case

Displays detailed information on the case and allows permission based actions to be taken.

Period of Extension Questions

- ☐ Rule A: Soldier is fully eligible, including those with approved waivers of disqualification.
- ☒ Rule B: Soldier is eligible for a retention or other bonus per current bonus policies as published by NGB-EDU and/or NGR 600-7.
- ☐ Rule C: Soldiers with less than one year remaining before age 60.
- ☐ Rule D: Soldier enlisted as non-prior service (NPS) under one of the enlistment options for completing their Selected Reserve obligations per paragraph 4 with a remaining obligation and who desires to continue in an active status.
- ☐ Rule E: Soldier enlisted under "Try One" in the guard and does not have a remaining obligation
- ☐ Rule F: Soldier must or desires to extend in order to: 1. Attend training that requires a period of remaining service.
- ☐ Rule F: Soldier must or desires to extend in order to: 2. Enroll in the Simultaneous Membership Program (SMP).
- ☐ Rule F: Soldier must or desires to extend in order to: 3. Enter on or extend a tour of active duty or full-time National Guard duty including AGR.

Record Period of Extension

1 2 3 4 5 6

12. Choose the appropriate:
"Period of Extension Question"

13. Click
"Record Period of Extensions"
Button

Make sure you answer each of the questions and then select : “EVALUATE RULES”

Case Summary

Case Counseling Documents Incentive Contracts Case History Intent History

Case

Displays detailed information on the case and allows permission based actions to be taken.

Bonus Eligibility

☒ SRIP ☐ Kicker

Select SRIP Type: Re-enlist/Extend

Contract Information

* = Required Field

Contract Signature Date: 20180605 Days to ETS: 44 Contract Start Date: 20180720

Term of Reenlistment/Extension: 6 years * Is the Officer/Warrant Officer assigned to a Medical Management Activity unit in SIDPERS?: No *

Is the Soldier reenlisting for SLRP with the REB Contract? (Check if Yes): ☐

Duty Position Status: Q (Qualified) * Reenlistment/Extension MOS Soldier will be serving in during this contractual period: 12Y *

Is Soldier reenlisting/extending under a G1/MILPO only approved DESP extension cancellation memo? No *

Evaluate Rules

Eligibility Rules	Rule Description	REB-6 FY17 \$20K	REB-2 FY16 \$4K
Contract Amount		\$20,000	\$4,000
Funds Available		Yes	Yes
Contract signature date must be within 365-0 days from ETS or date of DESP extension for DESP cancellation contracts.		X	X

Continue

1 2 3 4 5 6

After the Rules are evaluated go to the bottom of the page and “Click” on the **Green “Select”** button to proceed: this creates a Bonus Control number for the bonus

Bonus Eligibility

Eligibility Rules	Rule Description	REB-6 FY17 \$20K	REB-2 FY16 \$4K
Contract Amount		\$20,000	\$4,000
Funds Available		Yes	Yes
Contract signature date must be within 365-0 days from ETS or date of DESP extension for DESP cancellation contracts.	1	✓	✓
Must reenlist/extend for 2 years as DMOSQ or Non-DMOSQ due to Mobilization/Deployment	1	–	✗
Must reenlist/extend for 6 years as DMOSQ or Non-DMOSQ due to either Unit Transition or Mobilization/Deployment	1	✓	–
Soldier is not reenlisting/extending with an approved G1/MILPO DESP cancellation memo for a minimum of 2-years as a Duty Occupational Specialty Qualified (DMOSQ)	1	✓	✓
Must have less than 13 years total time in service at the date of current ETS (or date of DESP extension if applicable) computed from the Soldier's PEBD	1	✓	✓
Must not have any Active SFPA (Suspension of Favorable Personnel Action) Flags.	1	✓	✓
Must reenlist/extend in the Pay Grade E7 or below	1	✓	✓
Must be in a TPU status.	1	✓	✓
Must be the primary position holder (not slotted excess (9993)) in an MOS that matches the military grade commensurate with the Para/Line.	1	✓	✓
Must not reach 60 years of age (Mandatory Retirement Age) during the term of the contract.	1	✓	✓
Must not be contracting for more than the REB during this reenlistment/extension period.	1	✓	✓
Must reenlist/extend in a Modified Table of Organization & Equipment (MTOE) or a Medical Table of Distribution and Allowances (TDA) unit only.	1	✓	✓
Soldier must not be currently assigned to a Medical Management Activity Unit.	1	✓	✓
Soldier is sitting in a DPOS commensurate with his/her Skill Level.	1	✓	✓
Soldier has passed his/her APFT in the last 14-months before requesting this REB in GIMS.	1	✓	✓
Soldier is currently not eligible. Click on 'Submit an Override' to forward to NGB		1	OVERIDE
Click on the green 'Select' button to proceed		SEL ROT	1

Continue



Case Summary

Case Counseling Documents Incentive Contracts Case History Intent History

Case

Displays detailed information on the case and allows permission based actions to be taken.

Bonus Eligibility

Successfully created bonus contract

Control Number	Issue Date	Status
R18060499TX	20180605	Active

This shows you have successfully created a bonus for SM

Continue

1 2 3 4 5 6

jon.mil/SMMS/smmsmenu.aspx StrengthNet Menu Google

Help Wed Oct 14 13:50:44 CDT 2015 Log Off

SOLOMON JEFFREY WALTER (...)

Case Summary

Case ID:	2199247	Status:	61 - 90 days until ETS date
Case Code:	Extension	Start Date:	20140307

Case Counseling Documents Incentive Contracts Case History Intent History

Case

Displays detailed information on the case and allows permission based actions to be taken.

Extension Information

Date Extension will be Executed: 20150915

Length of Extension: 6 years

Name, Grade, and Branch of Commisioned Officer: CESAR A. FIERRO, CPT, IN, Commanding

Number of Extensions Previously Granted to Current DD Form: 0

Record Extension Information

1 2 3 4 5 6

MON
KEY
ER

Grade: E4

Rank: SPC

Unit Processing Code: PEBC0

UPC Attached:

1227

TP

U

s Current Assignment Active Duty Tours

Status SFPA Line Scores

Attendance (U) Case Admin

Contact History

Initial Entry Reserve Date: 20121228

Last Evaluation Date (IPERMS/SEPS):

Long Primary MOS: 11B10

Mandatory Retirement Date:

Pay Entry Base Date: 20081228

PS / NPS: P

Rank: SPC

Reserve Component Category: TPT

Retention Beyond MRD Expiration Date:

30628

Secondary ASI:

Qualification Secondary MOS:

Secondary SQL:

51227

Training Pay Category: A

Training Pay Category (Raw): A

130318

Security Clearance Code: Y

950720

Military Education: Y9

14. Choose:

- A. Length
- B. Officer to Sign
- C. # of Previous Extensions

NOTE: Date is locked to Bonus Addendum

15. Click "Record Extension Information" button



TEXAS ARMY NATIONAL GUARD RECRUITING & RETENTION COMMAND

Case Summary

Case ID:	2089007	Status:	366 - 450 days
Case Code:	Extension	Start Date:	20140307

Case

Counseling

Documents

Incentive Contracts

Case History

Intent History

Case

Displays detailed information on the case and allows permission based actions to be taken.

Issue Docu.

16

DA4836

Print DA4836

Upload Document

Bonus Addendum

17

Print and Upload Bonus

* Print and upload DA4836 before printing and uploading bonus.

Transfer Case (* DA4836 must be uploaded)

Transfer

1

2

3

4

5

6

16/17: This is where you can print the 4836 created and also the bonus addendum

Tab 6: Is where you can print the 4836 and the Bonus addendum if applicable

18: 100% of the time you will select “Non-CAC Addendum/Agreement”

Print Bonus and Upload Required Bonus Documents to GIMS

Service Representative/Witnessing Official:

YOUR NAME HERE

YOUR NAME HERE

Last NameFirstMISuffixRank

Print CAC Signature Addendum/Agreement

Print Non-CAC Addendum/Agreement

In order to finalize this contract, you must Print and upload the addendum/agreement along with any additional supporting documentation (ex: DA Form 4836)

Documents Repository

Virtual Share Drive\App Documents\SSNID 125075085\Case R190302

Filter:

Items 0 to 0 of 0. Page 0 of 0

	Menu	Name	Size	Document Type
<input type="checkbox"/>				

Download

New Folder

Upload

Upload Multiple

Required / Optional Documents

Document Type	Required
DA Form 4836 or DD Form 4	
REB Addendum	
DESP G1 Removal Approval	
MOS Order/DD214/NGB22	

* All required documents must be uploaded and document type selected before you can change current status and perform actions

Current Status and Available Actions

Current Status:

Awaiting Document(s) upload

Description:

Contract is approved pending upload of required document(s)

Provide Remarks:

*

TEXAS ARMY NATIONAL GUARD RECRUITING & RETENTION COMMAND

43

Sample DA 4836

OATH OF EXTENSION OF ENLISTMENT OR REENLISTMENT			
For use of this form, see AR 140-111 (USAR), and NGR 600-200 (ARNG) the proponent agencies are DCS, G-1 and Chief, National Guard Bureau.			
DATA REQUIRED BY THE PRIVACY ACT 1974 (5 USC 552a)			
AUTHORITY:		Title 10, USC, Sec 509, Title 32, USC Sec 302(c), and Executive Order 9397	
PRINCIPLE PURPOSE(s):		To be used when a member of the ARNG or USAR extends a current enlistment/reenlistment agreement (Chapter 7 NGR 600-200/Chapter 3, AR 140-111)	
ROUTINE USES:		Confirmation of obligation and participation requirements, and as a basis for non-participation action if the individual fails to meet participation requirements.	
DISCLOSURE:		If member refuses to provide the requested information and sign the form, the member will be released upon normal ETS date. A copy of this form will be retained by the individual.	
EXTENSION PROCESSING DATA			
1. THIS IS AN EXTENSION OF ENLISTMENT/REENLISTMENT OF A CURRENT MEMBER OF			
<input checked="" type="checkbox"/> ARMY NATIONAL GUARD AND A RESERVE OF THE ARMY		<input type="checkbox"/> A TROOP PROGRAM UNIT OF THE US ARMY RESERVE	
<input type="checkbox"/> INDIVIDUAL READY RESERVE		<input type="checkbox"/> INDIVIDUAL MOBILIZATION AUGMENTEE	
2. NAME (Last, First, MI)		3. GRADE	4. DATE (YYYYMMDD)
[REDACTED]		E4	20150916
5. UNIT OF ASSIGNMENT (Include unit designation, address, UIC and ZIP Code)			
PEBCO, C CO 3-144TH INF REGT			
701 SIMONDS ROAD SAGGIOVILLE, TX 75159-3201			
6. CURRENT (Latest) DD FORM 4-SERIES			
a. DATE (YYYYMMDD)		b. TERM OF SERVICE (Years)	
20121228		3	
c. NUMBER OF EXTENSIONS PREVIOUSLY GRANTED TO CURRENT DD FORM 4		0	
d. ETS		e. BASIC PAY ENTRY DATE (YYYYMMDD)	
20151227		20081228	
7. PROVISIONS AND COMPUTATION OF THIS EXTENSION			
	(Day)	(Month)	(Year(s))
a. CURRENT ETS (Extracted from item 6d above)	27	12	15
b. PERIOD OF THIS EXTENSION	0	0	6
c. NEW ETS (Sum of a and b above)	27	12	21
8. AUTHORITY AND REASON FOR THIS EXTENSION			
TABLE	1	RULE	B
(AR 140-111) <input type="checkbox"/> (NGB-ARH Policy 09-026) <input checked="" type="checkbox"/>			
OATH OF EXTENSION			
I do hereby acknowledge this 16th day of September, 2015, that I have voluntarily extended my current enlistment/reenlistment agreement of 28th day of December, 2012, for the period indicated in item 7b above. I agree to remain a member of the (Army National Guard of Texas) during the entire period of this extension.			
I understand this extension will establish my Expiration Term of Service (ETS) date as shown in item 7c.			
SIGNATURE		DATE (YYYYMMDD)	
[REDACTED]		20150916	
OFFICER CERTIFICATION			
I certify that the above Oath of Extension was subscribed and duly sworn before me on this 16th day of September, 2015.			
TYPED NAME, GRADE AND BRANCH OF COMMISSIONED OFFICER*		SIGNATURE OF COMMISSIONED OFFICER*	
[REDACTED]		[REDACTED]	
* Or warrant officer, or any other person so designated to administer oaths under State law, for member of the Army National Guard			
NOTE			
ARNG: Original to soldier, 1 copy to State AG (Title 10 AGR Soldiers are responsible for sending a copy to State AG for PERMS).			
USAR: (Unit member) Original to appropriate Regional Readiness Command (RRC) to HRC-St. Louis, AHRC-GIS-PP, 1 Reserve Way, St. Louis, MO 63132-5200, 1 copy attached to current DD Form 4-series and filed in MPRJ, 1 copy to Defense Joint Military Systems (DJMS), 1 copy for unit member.			
(IRR or IMA member) Original to HRC-St. Louis, AHRC-EPS-F, 1 Reserve Way, St. Louis, MO 63132-5200, 1 copy for IRR or IMA member.			
(AGR member) Original to HRC-St. Louis, AHRC-ARE-ME, 1 Reserve Way, St. Louis, Mo 63132-5200, 1 copy for AGR member.			

SM should
sign by hand

Officer should sign
by hand



TEXAS ARMY NATIONAL GUARD RECRUITING & RETENTION COMMAND

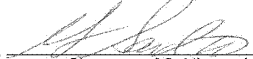
Sample Bonus Addendum PG 8

Soldiers Name: SANDERS GEORGE JULIUS III SSN: XXX-XX-2770 BCN: R15090673TX

NOTE: This REB addendum only becomes valid once my State IM reviews, approves and validates my complete eligibility for this REB. If I am found not to have been eligible to reenlist/extend for any reason outside of the eligibility rules listed within this REB addendum, this REB contract becomes invalid. My signature below confirms my understanding of this.

SANDERS GEORGE JULIUS III

Typed Name of Soldier


Signature of Soldier and Date

09/18/2015

SECTION IX – CERTIFICATION BY SERVICE REPRESENTATIVE/WITNESSING OFFICIAL

I certify that I have witnessed the reading and signing of this REB addendum and the signature appearing above is that of the Soldier. I have verified that the Soldier meets the eligibility requirements of the current FY SRIP Policy and the Soldier's MOS is currently eligible for the REB. No other incentives, promises, representations, or commitments have been made in connection with this REB. I also certify that I have verified the approved REB GIMS CN that is annotated on this REB addendum is for the Soldier reenlisting/extending in the ARNG.

CORCORAN, WILLIAM J. SSG

09/18/2015

Typed Name/Rank of Service Representative /
Witnessing Official

Signature of Service Representative /
Witnessing Official and Date

Soldier signs by hand



Witness signs by hand



NGB Form 600-7-3-R-E
6-Year DMOSQ Only

Previous Editions OBSOLETE
Page 8 of 8

10 February 2015

TEXAS
**ARMY
NATIONAL
GUARD**

TEXAS ARMY NATIONAL GUARD RECRUITING & RETENTION COMMAND

GI Bill Kicker: Go into GIMS to issue this contract after Bonus has been completed in RMS

Command Center - Search

Soldier Search - [(LastName: carnes) (FirstName: joseph) (Soldier's Unit State: TX)]

Search Type: Soldier Search

Saved Searches: Select a Saved Search

Recent Searches: Select a Recent Search

SSN:

Last Four:

Full Name (Last First Middle):

Last Name: carnes

First Name: joseph

Rank:

DMOS:

PMOS:

Mailing Zip Code: within miles

Search First Result

Reset Save

Delete

New Soldier/Applicant Form/Issue Manual Control Number

Step 1: Enter a SSN Step 2: Fill out Information Step 3: Confirm and Perform Action

SSN (Format: xxxxxxxx): Next

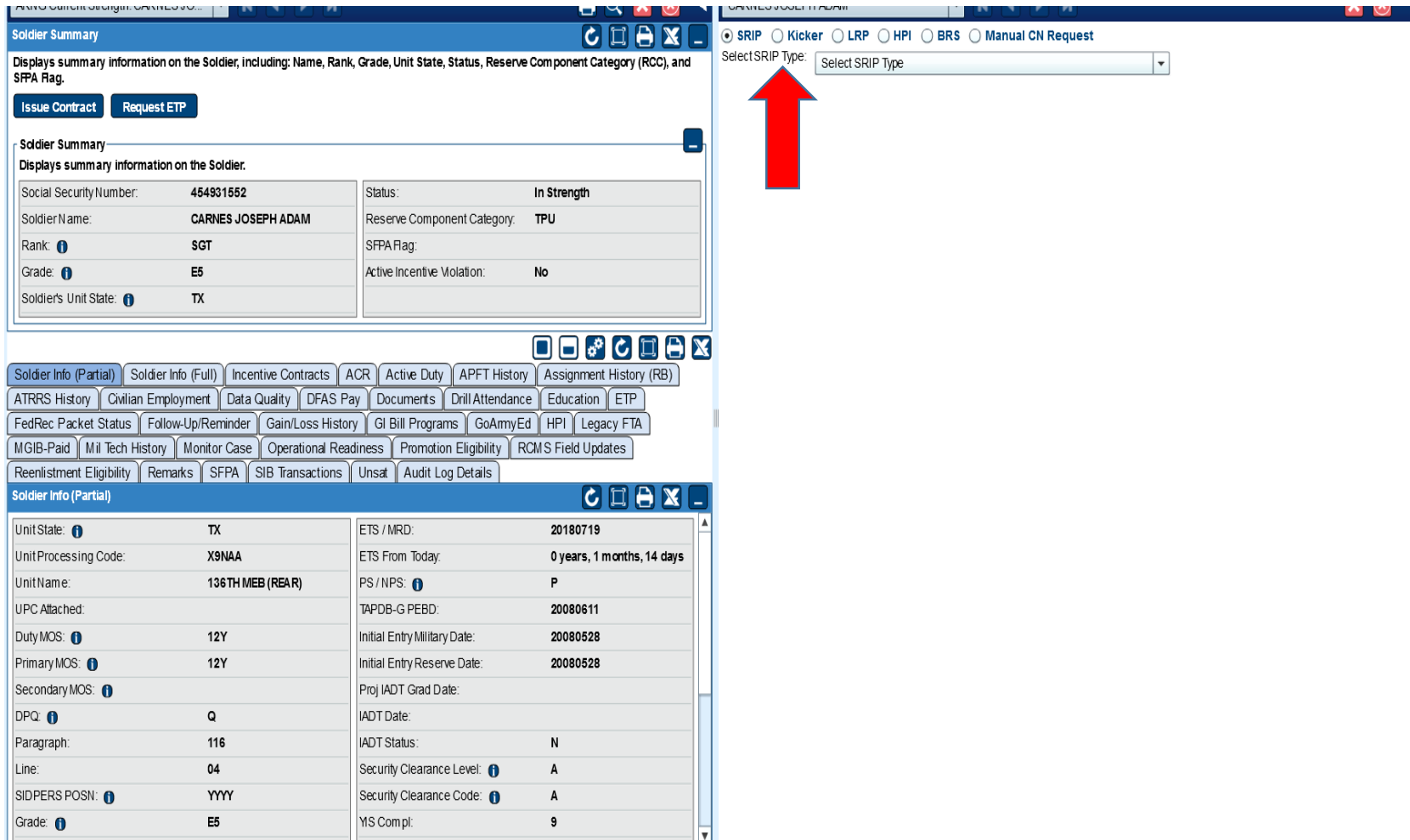
ARNG Current Strength (1) Research Soldier* (0) Quick View* (0)

Items 1 to 1 of 1. Page 1 of 1 Records Per Page: 50

Create Contract	Unit State	UPC	Soldier Name	SSN	Grd	RCC	DMOS	PMOS	DPQ	PEBD	ETS Dt	In Strength	Currently Deployed	Currently INK
Issue	TX	X9NAA	CARNES JOSEPH ADAM	1552	E5	TPU	12Y	12Y	0	20080611	20180719	Yes	No	No



Make sure you click on Kicker



The screenshot shows a web application interface for a Soldier Summary. At the top, there are radio buttons for SRIP, Kicker, LRP, HPI, BRS, and Manual CN Request. A red arrow points to the Kicker radio button. Below these are dropdown menus for Select SRIP Type and Select SRIP Type. The main section is titled 'Soldier Summary' and contains a table with soldier information. Below the table is a navigation bar with various tabs. The bottom section is titled 'Soldier Info (Partial)' and contains two tables of detailed information.

Soldier Summary
Displays summary information on the Soldier, including: Name, Rank, Grade, Unit State, Status, Reserve Component Category (RCC), and SFFA Flag.

Issue Contract **Request ETP**

Soldier Summary
Displays summary information on the Soldier.

Social Security Number:	454931552	Status:	In Strength
Soldier Name:	CARNES JOSEPH ADAM	Reserve Component Category:	TPU
Rank:	SGT	SFFA Flag:	
Grade:	E5	Active Incentive Violation:	No
Soldier's Unit State:	TX		

Soldier Info (Partial)

Unit State:	TX	ETS / MRD:	20180719
Unit Processing Code:	X9NAA	ETS From Today:	0 years, 1 months, 14 days
Unit Name:	136TH MEB (REAR)	PS / NPS:	P
UPC Attached:		TAPDB-G-PEBD:	20080611
Duty MOS:	12Y	Initial Entry Military Date:	20080528
Primary MOS:	12Y	Initial Entry Reserve Date:	20080528
Secondary MOS:		Proj IADT Grad Date:	
DPQ:	Q	IADT Date:	
Paragraph:	116	IADT Status:	N
Line:	04	Security Clearance Level:	A
SIDPERS POSN:	YYYY	Security Clearance Code:	A
Grade:	E5	YS Compl:	9



TEXAS ARMY NATIONAL GUARD RECRUITING & RETENTION COMMAND

Answer next set of Questions and click “ Evaluate Rules”

CARNES JOSEPH ADAM

☐ SRIP
 ☒ Kicker
 ☐ LRP
 ☐ HPI
 ☐ BRS
 ☐ Manual CN Request

Select Kicker Type: Re-enlist/Extend

Contract Information

* = Required Field

Contract Signature Date: 20180605 Contract Start Date: 06/05/2018 * Format (MMDD/YYYY)

Has Applicant/Soldier established a SELRES Kicker eligibility before in their military career? (Check if Yes): ☐

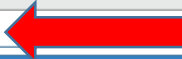
Contract Length: 6 Years

Basis Code: Critical Unit and AOC/MOS

Has Soldier declined Deployment Extension Stabilization Pay (DESP) within the last 365-days? (Check if Yes): ☐

Does Soldier have an Honorable Discharge from all Previous military service? (Check if Yes): ☒

Is Applicant/Soldier eligible to receive Chapter 30 benefits or Is Applicant/Soldier establishing eligibility for Chapter 1606? (Check if Yes): ☒

Evaluate Rules 

Eligibility

Eligibility Rules	Rule Description	MOSQ \$200 Kicker
Contract Amount		\$200
Must not be in a Medical Management Activity (MMA) coded 999M.		✓
Must not have previously established a Selected Reserve (SELRES) MGIB-SR Kicker eligibility in their military career.		✓
Must have a minimum of six years obligated service.		✓
Must be in grade E1 to E5.		✓
Must be in a TPU status when contracting for this incentive.		✓
Must reenlist/extend within 365-91 days of the Expiration Term of Service (ETS). Reenlistments/extensions completed 90 days or less from the ETS are not valid.		✗
Must reenlist/extend as a Duty Military Occupational Specialty (DMOSQ) Soldier.		✓
Must not have declined Deployment Extension Stabilization Pay (DESP) within the last 365-days.		✓
Soldier has received an honorable discharge for all periods of prior military service (Exception: Soldiers discharged from Initial Active Duty Training (IADT) with an 'Uncharacterized' discharge are eligible).		✗

Not Eligible: This SM was inside **90** day window: otherwise same steps would have been taken and then you would have clicked on Green **Select** button to proceed to next screen

Has Applicant/Soldier established a SELRES Kicker eligibility before in their military career? (Check if Yes): <input type="checkbox"/>		Has Soldier declined Deployment Extension Stabilization Pay (DESP) within the last 365-days? (Check if Yes): <input type="checkbox"/>	
Contract Length:	6 Years	Does Soldier have an Honorable Discharge from all Previous military service? (Check if Yes): <input checked="" type="checkbox"/>	
Basis Code:	Critical Unit and AOC/MOS	Is Applicant/Soldier eligible to receive Chapter 30 benefits or Is Applicant/Soldier establishing eligibility for Chapter 1606? (Check if Yes): <input checked="" type="checkbox"/>	

Evaluate Rules

Eligibility		Rule Description	MOSQ \$200 Kicker
Eligibility Rules			
Contract Amount			\$200
Must not be in a Medical Management Activity (MMA) coded 999M.			✓
Must not have previously established a Selected Reserve (SELRES) MGIB-SR Kicker eligibility in their military career.			✓
Must have a minimum of six years obligated service.			✓
Must be in grade E1 to E5.			✓
Must be in a TPU status when contracting for this incentive.			✓
Must reenlist/extend within 365-91 days of the Expiration Term of Service (ETS). Reenlistments/extensions completed 90 days or less from the ETS are not valid.			✗
Must reenlist/extend as a Duty Military Occupational Specialty (DMOSQ) Soldier.			✓
Must not have declined Deployment Extension Stabilization Pay (DESP) within the last 365-days.			✓
Soldier has received an honorable discharge for all periods of prior military service (Exception: Soldiers discharged from Initial Active Duty Training (IADT) with an 'Uncharacterized' discharge are eligible).			✓
Applicants/Soldiers and current ARNG members must be eligible to receive Chapter 1606 and/or Chapter 30 benefits.			✓
Must not be in an excess or overstrength status (coded 9993 or 999C).			✓
Soldier has passed his/her APFT in the last 14-months before requesting this REB in GIMS.			✓
Soldier is currently not eligible. Click on 'Submit an Override' to forward to NGB			
Click on the green 'Select' button to proceed			



Shows you what is required to be loaded once documents have been approved

Case Summary

Case Counseling Documents Incentive Contracts Case History Intent History

Case

Displays detailed information on the case and allows permission based actions to be taken.

Issue Documents

DA4836

Print DA4836 Upload Document

Bonus Addendum

Print and Upload Bonus

Transfer Case ("DA4836")

Print Bonus and Upload Required Bonus Documents to GIMS

In order to finalize this contract, you must Print and upload the addendum/agreement along with any additional supporting documentation (ex: DA Form 4836)

Documents Repository

Virtual Share Drive\App Documents\SSNID 131892281\Case R1806 Filter:

Items 0 to 0 of 0, Page 0 of 0

Menu	Name	Size	Document Type
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Download New Folder Upload Upload Multiple

* All required documents must be uploaded and document type selected before you can change current status and perform actions

Current Status and Available Actions

Current Status: Awaiting Document(s) upload

Description: Contract is approved pending upload of required document(s)

Provide Remarks: *

Available Actions: Addendum Uploaded

Copy Uploaded Documents to RMS Cancel

Required / Optional Documents

Document Type	Required	Attached
DA Form 4836 or DD Form 4		
REB Addendum		
DESP G1 Removal Approval		
MOS Order/DD214/NGB22		

Conduct an Extension Ceremony

- Print 4836 and Bonus Addendums and get hand written signatures
- Print out Oath of Extension for Officer administering Oath
- Ensure U.S. and Texas flag are present
- Conduct Extension in front of Unit formation if possible
- Ensure photos are taken and shared with Unit/SM

QUESTIONS



BREAK



Course Outline Day 2

- Comprehensive Communication Skills
- Conduct Retention Interviews
- Interview Practice
- Prepare Extension Packet
- Lunch
- AAR
- Certification Presentation
- Safety Brief

Comprehensive



Communication Skills



Prepare

- Review information
 - * Eligibility, Past counselings, RMS, etc.
- Set Objectives
 - * Primary
 - * (extend, come to drill, alternatives to separation, etc)
 - * Follow-up
 - * (follow up, additional info, thank for service, etc)

Interviewing



Prepare

- Review information
(eligibility, past counseling, RMS, etc.)
- Set objectives
 - Primary
(extend, come to drill, alternative to separation, etc.)
 - Backup
(follow up, additional info, thanks for the service, etc.)

Open

- Greet
- Set Agenda
 - What you plan to discuss
 - Why it is important to *them*
- Check interest

Agenda: Retention Example

What: *Since you're eligible to extend, I'd like to take a few minutes to discuss your career goals and options.*

Why: *That way you can make the best decision for your future.*



What Drives Decisions?



- **Motivators:** The needs, wants, desires, and wishes that causes a person to act
- **Values:** The internal drivers that shape choices and influence the motivators.

The Focused Conversation



Open-ended questions:

- Tell me about...
- What are you wanting to achieve?
- Why is that important to you?
- How do you feel about...?
- Where do you see yourself...?

Closed-ended questions:

- So you're saying you want____ because____, is that correct?
- Are you saying your is goal to____ to set your family up for success?

Find Motivators and Values

- **Purpose:** Practice using open/closed questions in a focused conversation.
- Interview your Practice Partner to determine the following:
 1. motivators/values for joining
 2. motivators/ values for staying
- * **Start with open questions and finish with closed questions.**

Discuss/Present

- Ask targeted questions (motivators/values)
- Present targeted solutions (features/benefits)
- Check for acceptance

Features and Benefits

- **Feature:** What it is
- **Benefit:** Why it matters



What Do Soldiers Want?

Tradition
Honor
Experience

Training
Education
Adventure
Money
Service



Present Targeted Solutions

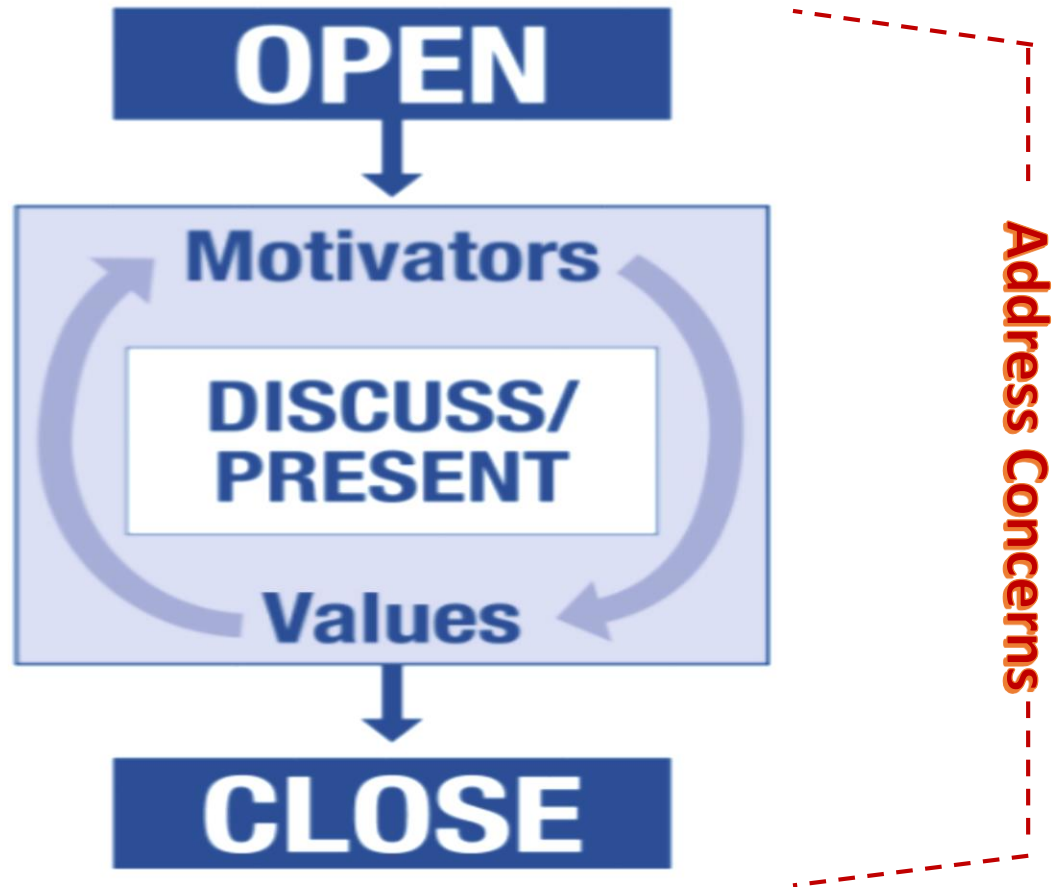
- Describe relevant features and benefits
- Link to motivators and values
- Check for interest



Close

- **Steps to close:**
 - Restate the benefits
 - State next logical steps
 - Ask for commitment

Interviewing



Address Concerns

- Concerns can arise at any point in the interview
- Concerns are normal – can give insight into motivators and values
- Concerns can be a statement or disguised as a question:
 - * *“I’m concerned about my family during the next deployment”*
 - * *“What about the deployment?”*

Steps to Address Concerns

- Ask questions to understand
- Acknowledge
- Answer honestly
 - 1. Correct the misunderstanding
 - 2. Outweigh the concern
 - 3. Offset by asking a targeted question
(motivators and values you **can** address)

Summary

- Individuals stay in the ARNG because of personal **motivators** and **values**
- The **TEAMS** summarizes ARNG features
- The heart of the interview is uncovering specific **motivators/values**
- Your job is to link features/benefits to the **motivators/values**
- Concerns are natural – answer honestly

Conduct



Retention Interviews



Counseling SM in 365 Day Window

- Units need to review both DA Form 4856/42E and decide which form works best for their unit
- Units cannot flip flop between documents
- One form can be used throughout the interview process – however your Command can request new sheets per interview

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.) Counselors print rank and last name, sign, and enter date. Soldier signs.

270-day Counselor:	Individual Counseled:	Date:
180-day Counselor:	Individual Counseled:	Date:
90-day Counselor:	Individual Counseled:	Date:
60-day Counselor:	Individual Counseled:	Date:
30-day Counselor:	Individual Counseled:	Date:

Other than Yes, BATTALION RETENTION NCO INITIATES SEPARATION PACKET AND FORWARDS TO UNIT PRIOR TO NEXT DRILL

SIGNATURE OF SOLDIER:

SIGNATURE OF INTERVIEWER

CLEAR UNIT DATE (60 DAYS FROM ETS)

SOLDIER WILL EXTEND?

Other than Yes:

SOLDIER CLEARS UNIT SUPPLY.

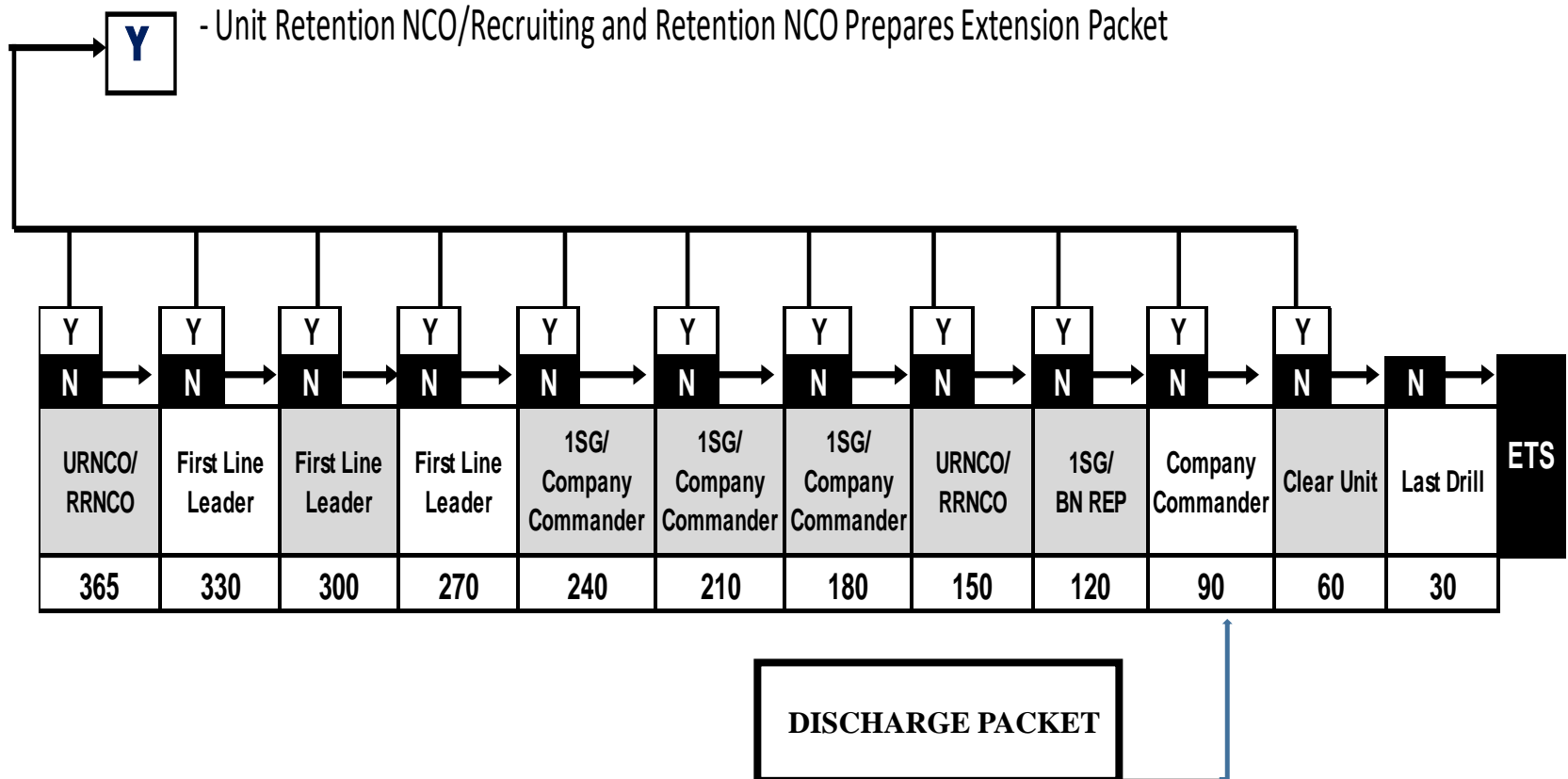
SOLDIER AND COMMANDER SIGN SEPARATION PACKET.

UNIT FORWARDS PACKET TO BN RETENTION NCO.

SIGNATURE OF SOLDIER:

SIGNATURE OF COMMANDER

Interview Timeline



Interview Type & Timeline

- 365-331 days: **URNCO/RRNCO**
** retention requirements and incentive*
- 330-240 days: **FLL**
** current APFT, HT/WT, PHA, Flag Actions*
- 240-180 days: **CO/1SG**
** BARs initiated if applicable; Reinforce Motivators*
- 180-150 days: **URNCO/RRNCO:**
** validate pending admin actions, determine eligibility*

Interview Type & Timeline

- 150-120 days: **1SG/BN REP**
 - * *Submit Award*
- 120-90 days: **CO CDR**
 - * no MGIK Kicker, clear supply, Confirm Award
- 60 days: **CLEAR UNIT,**
 - * *pending ETS, Clear Supply, Confirm Award, Complete Discharge packet*
- 30 days: **LAST DRILL**
 - * **Out processing, Present Award**
 - * **ETS date: Soldier Discharged**

Scheduling Interviews

- Send out roster of interviews needed :
 - * prior to drill via email (**1st & 15th of every month**)
 - * At unit training meeting
- Coordinate interview times with interviewer
 - * Confirm during unit training meeting
 - * Confirm with interviewer (**ie1SG, CDR, etc**)
 - * Confirm with Platoon Leadership (*ensure SM is available for interview at scheduled time*)

NO REGRETS



Interview Topics

- Intent to extend enlistment contract
 - * *Ask the direct question and record the answer*
- Is the SM using military benefits?
- Are there family/work conflicts?
- Are there needs going unfulfilled by the unit?
 - * *Promotions, schools, etc.....*
- Soldier professional development/career path
- Reasons for joining/staying/leaving

Benefits for Service Members

BENEFIT	ACTIVE	RESERVE		RETIRED
		DRILL	ACTIVE	
RETIREMENT & SAVINGS	X	X	X	X
THRIFT SAVINGS PLAN	X	X	X	
Uniformed Services Savings deposit program	X		X	
TRICARE	X		X	X
DENTAL	X	X	X	X
SPECIAL DEPENDENT NEEDS	X		X	
CONTINUED HEALTH CARE	X		X	
LONG TERM CARE-GROUP INS. PROGRAM	X	X	X	X
TUITION ASSISTANCE	X	X		





QUESTIONS



SAFETY BRIEF



THANK YOU



TEXAS ARMY NATIONAL GUARD RECRUITING & RETENTION COMMAND